

Sisseton-Wahpeton Oyate

Job Description

Job Title: DLI Graphic Designer

Reports To: Dakota Language Institute Program Manager

Summary:

The DLI Graphic Designer is the primary designer of all materials printed for all SWO Tribal Programs, BIA, IHS, Other Reservation Programs and members of the public.

Duties and Responsibilities:

- Editing all content and illustrations, submitted for printing.
- Prepares and designs a rough layout of art for banners, posters, folders, booklets, pamphlets, brochures, flyers, letterhead, business cards, powwow numbers, greeting cards, invitations, photos, door signs, etc.
- Designated printer for all perfect bind orders of 80 pages or more.
- Burn or copying audio cd's or dvds for DLI booklets, or any publishing order.
- Creates materials in Dakota with little or no direction.
- Any other duties assigned.

Education and Qualification Requirements:

- Associates degree or equivalent two (2) year college or technical college or equivalent combination of education and experience.
- Must have computer skills in Microsoft word, excel, and publisher. Knowledgeable in internet applications is a plus.
- Must have graphic design skills, ability to use photo shop and other applicable programs; attentive to detail.
- Good written and oral communications skills and the ability to multi-task.
- Deadline oriented.
- Ability to learn and process all SWO Publishing equipment.
- Must have some knowledge in the Dakota Language.
- Ability to work in a team environment.

Indian Preference Will Be Observed.

Revised 08/06/20

Approved _____

Date _____